

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
HELD AT CLEARVIEW, IN THE CHAPEL
198 COUNTY DF
JUNEAU, WI 53039**

MAY 10, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 1:02 p.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Strean, Assisted Living Supervisor; Ann Schulz, Director of Nursing; Heather Hearley, Director of Dietary; Angi Zilliox, Human Resource Specialist; and Jill Soldner, Administrative Secretary.

3. **ELECTION OF HEALTH FACILITIES COMMITTEE OFFICERS:**

- **Chair:** Chairman Bischoff called for nominations for the office of Chair of the Health Facilities Committee. Motion by Schaefer to nominate **Larry Bischoff** as Chair of the Health Facilities Committee; seconded by Duchac. Motion by Schaefer; seconded by Duchac, to close nominations and cast a unanimous ballot for Bischoff as Chair. Motion carried.
- **Vice Chair:** Chairman Bischoff called for nominations for the office of Vice Chair of the Health Facilities Committee. Motion by Schaefer to nominate **Jeff Duchac** as Vice Chair of the Health Facilities Committee; seconded by Hilbert. Motion by Schaefer; seconded by Hilbert, to close nominations and cast a unanimous ballot for Duchac as Vice Chair. Motion carried.
- **Secretary:** Chairman Bischoff called for nominations for the office of Secretary of the Health Facilities Committee. Motion by Hilbert to nominate **Thomas Schaefer** as Secretary of the Health Facilities Committee; seconded by Duchac. Motion by Hilbert; seconded by Duchac, to close nominations and cast a unanimous ballot for Schaefer as Secretary. Motion carried.

4. **APPROVAL OF MINUTES OF APRIL 27, 2016 MEETING:** Motion made by Schaefer to approve the April 27, 2016 Minutes; seconded by Duchac. Motion carried.

5. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Derr to deviate from the Agenda if required; seconded by Duchac. Motion carried.
6. **PUBLIC COMMENT:** None to report.
7. **COMMITTEE MEMBER REPORTS:** None to report.
8. **INVOLUNTARY DISCHARGES:** None to report.
9. **CENSUS REPORTS:**

CBIC:	24 of 30, with 2 discharges, 1 admission, 5 referrals, 3 admissions by end of the month
Clearview:	128 of 140, with 3 discharges this week, 1 admission on 5/11
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	42 of 46, with 1 in the hospital, 1 admission on 5/11
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	14 of 20, with 1 referral today

10. **ADMINISTRATOR'S REPORT:**

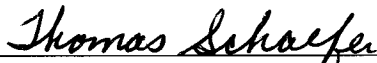
- **Consumer Information Report for Nursing Homes ~ Ann Schulz and Angi Zilliox:** Ann Schulz, Director of Nursing, updated the Committee on the annual Consumer Information Report for 2015, which consists of data taken from Clearview Nursing Home, the Brain Injury Center, and the Individuals with Developmental Disabilities ("IID") Household. Data consists of a designated two-week period of time related to staffing, the turn-over rates for RNs, LPNs, and CNAs, as well as State Inspection Results. The survey results can be found at www.dhs.wisconsin.gov/guide/cir.

Angi Zilliox, Human Resource Specialist, updated the Committee that 11 new employees started earlier this month, with 7 employees starting the third week of May, mostly CNAs, with some licensed staff.
- **Dietary Restructure ~ Heather Hearley:** Heather Hearley, Director of Dietary, presented the Committee with preliminary ideas for restructuring the Dietary Department as the current job descriptions are vague. Current positions/job descriptions would be revised, creating new titles for existing employees.
- **Nursing Home Week:** Lori Kurutz, Director of Support Services, updated the Committee on Nursing Home Week events taking place at Clearview. Some of the events scheduled are a scavenger hunt, a staff social with chocolate fondue, Rockin' Randy (Elvis impersonator), a movie "Beach Blanket Bingo," and karaoke as well as a photo shoot.
- **Friends of Clearview ~ Tailgate Party / Brewer Game:** Kurutz mentioned to the Committee that Friends of Clearview will be hosting a tailgate party for the residents and staff at Clearview on Thursday, May 19. Brats will be available for purchase by staff and visitors. Residents will watch the televised Brewers vs. Cubs game at 12:40 p.m.

- **View of a Department Discussion:** Hooper asked the Committee if they wished to continue with the monthly "View of a Department" schedule. Committee members had several suggestions: tours of individual departments; visiting the bank, salon, Market; visiting the Human Resource department, the mechanical room, the server room, receiving, Central Supply, etc.
 - **Operational Review:** It has been decided by the Executive Committee that an operational review will not be conducted in 2016 but will be part of the 2017 budget. The review could be at Clearview, the Sheriff's Department, or the Highway Department.
 - **Certain Teed Warranty:** Bill Wiley, Director of Finance, updated the Committee that our claim was submitted last week.
 - **Follow-Up to LeadingAge Conference:** A discussion was held with Committee member reports on conference attendance on May 4, 2016, in the Wisconsin Dells.
 - **App/Link for Clearview Orientation for Residents/Families:** Family and residents are overwhelmed with information when being admitted to Clearview. It has been requested to have an orientation app/link for them to review all of the admission information if need be. Susie Mueller from Dodge County Information Technology will be contacted organize/oversee the project.
 - **Consider, Discuss, and Take Potential Action on LeadingChoice Network:** Hooper updated the Committee that at the present time Clearview will not be joining LeadingChoice Network, however, an extension has been granted until the end of May. A conference call between the Reinhart law firm, Attorney Andy Phillips, Woodland Enhanced Health Services, Mississippi Valley Health Services Commission, and Clearview/Marsh Country Health Alliance will take place next week. The Committee will be updated at the June 1 meeting on the results of that call.
 - **Governor Walker – Listening Session:** Governor Scott Walker will be at the Juneau Public Library on Thursday, May 12 for a listening session. County Administrator Mielke, County Board Chairman Russell Kottke, Clearview Administrator Jane Hooper, Sheriff Dale Schmidt, Highway Commissioner Brian Field, and others from the County will be in attendance.
11. **NEXT MEETING DATES: Wednesday, June 1, 2016, at 7:45 a.m., in the Chapel at Clearview,** located on the first floor, 198 County DF, Juneau, Wisconsin.
12. **ADJOURN:** There being no further business to come before the Committee, Motion by Duchac to adjourn; seconded by Derr. Meeting adjourned at 2:56 p.m.

Dated this 1st day of June, 2016.

Respectfully submitted,


Thomas Schaefer, Secretary